

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-197 **Issue Date:** 11-05-14 **Closing Date:** 11-19-14

Tribal Transit Program Manager
Yakama Nation Economic Development
Department of Administration
Hourly Wage: \$20.49/Regular/Full-Time

The Tribal Transit Program Manager will develop and establish public transportation access on and around the Yakama reservation. The manager will be responsible to assist in development, maintenance, improvement, and use of public transportation systems on and around the Yakama Nation.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of project/program administration and financial management.
- Ability to create, read, and amend budgets.
- Ability to present transit plans and data in non-technical terms to the general public.
- Ability to establish and maintain effective relationships with staff and officials, outside agency personnel, and the general public.
- Ability to write with clarity and conciseness.
- Ability to be self-motivated and to work effectively as a team member.
- Ability to analyze data, define problems, identify potential solutions, develop implementation strategies, and evaluate outcomes.
- Proficient computer use to work process, and to collect/manage data using spreadsheets and databases, access and apply for funding from appropriate internet sources such as grants.gov.
- Ability to work a flexible schedule that may include weekends and evenings.

General Recruiting Indicators:

- Minimum of four year degree from an accredited college or university with major course work in Transportation, Urban or Rural Planning, Business, Public Administration, or related field and two (2) years of progressively responsible experience with a public transportation system and a minimum of five (5) years grant management (documentation required to fulfill obligations). OR
- An equivalent combination of related education, training and experience that demonstrates the knowledge, skills and abilities to effectively perform the functions of this position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Ability to pass a criminal and financial background check.
- Valid Washington State Driver's License with the ability to obtain a Yakama Nation Driver's Permit.
- Must possess a Class B CDL with passenger endorsements license.